United Nations ST/IC/2001/43/Amend.1

Secretariat

27 June 2005

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Official travel**

Amendment

In order to implement section 3.2 of ST/AI/2000/20, as amended by ST/AI/2005/7, paragraph 3 of ST/IC/2001/43 is replaced by the following:

"3. Prior authorization for official travel continues to be required as explained in section 3.1 of the instruction. As explained in section 3.2, reports on official travel by senior officials at the level of Under-Secretary-General and by heads of mission in the field, are provided to the Executive Office of the Secretary-General on a quarterly basis for information, using form SG.33, setting out the anticipated dates to be spent away from the duty station for the next three months and the actual dates spent away from the duty station during the previous three months including dates of travel. A sample of form SG.33 is reproduced in annex I to the present circular and is available on the Intranet Forms website. Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective Heads of Department."

* The present circular will be in effect until further notice.

UNITED NATIONS NATIONS UNIES

POSTAL ADDRESS ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

To : Executive Office of the Secretary-General

From :

Subject : **Quarterly Report on Travel and Leave Plans of Officials at the Under-Secretary-General and by Heads of Mission in the Field***

For the quarter starting _____, the following travel and leave plan is proposed:

Travel Begin and End Date	Number of Working Days	Place of Travel	Purpose of Travel

During the quarter ending _____, the following travel and leave was undertaken:

Travel Begin and End Date	Number of Working Days	Place of Travel	Purpose of Travel

Total number of days spent away from the duty station: _____

**(Note: Users can add rows as necessary by tabbing the last column. Users should use tab when navigating.)*